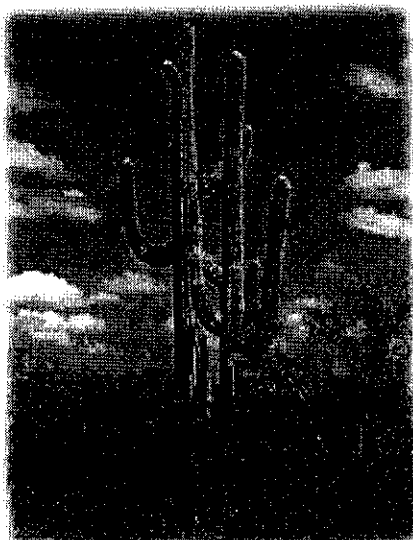
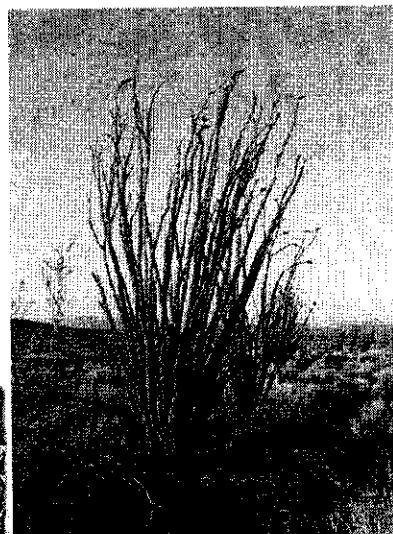


FEDERAL CORRECTIONAL INSTITUTION SAFFORD, ARIZONA



SAGUARO UNIT TEAM



OCOTILLO UNIT TEAM



CHOLLA UNIT TEAM

ADMISSION AND ORIENTATION INMATE HANDBOOK

2009

INDEX

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FORWARD

When people from different backgrounds are living together, it becomes necessary to establish rules to preserve the rights and safety of everyone, maintain a clean environment, and enforce regulations for the well being of all concerned. This booklet has been prepared to help you become familiar with those rules and provide other information concerning your unit.

Our objective is to provide you with essential information that will aid you in adjusting to the institution and acquaint you with some of the programs and services available to you. We urge you to carefully review the entire booklet and to make good use of the available programs and activities at FCI Safford.

The information contained in this handbook can change quickly, thus, making it sometimes necessary to check with the appropriate staff for specific information. It is also necessary to continually check the unit bulletin boards for procedural and other changes. All policies referred to in this booklet are available from the Law Library section located in the Education Department or from your Unit Team Members.

If you have any questions concerning the rules or regulations in this booklet, contact your Unit Staff for further information. The Unit staff consists of the Correctional Counselors, Case Managers, Unit Secretaries, and the Unit Managers.

Conrad M. Graber
Warden

1. INTRODUCTION

Welcome to the Federal Correctional Institution, Safford, Arizona (FCI Safford). The purpose of this booklet is to provide you with general information about FCI Safford, as well as the various programs and activities available. You are presently in Admission and Orientation status (A&O). Much of the general information contained in this booklet will be explained to you in detail by staff during the A&O lectures. These sessions are presented for your benefit and information. Refer to this booklet during your orientation period and during your entire stay at FCI Safford. This booklet is yours to keep. Work with us to make your time here at FCI Safford a beneficial experience.

2. ADMISSION AND ORIENTATION PROGRAM

The Admission and Orientation Program consists of a number of activities requiring your attendance and participation. The A&O Coordinator will explain these activities to you. The forms given to you during A&O are very important and should be returned to the coordinator when you have completed the program. You will be given a physical examination, as well as, educational testing and a psychological interview. Please feel free to ask the appropriate department about the results.

3. THE INSTITUTION

MISSION:

The primary mission of this facility is to operate a correctional program that seeks a balanced application of the concepts of punishment, deterrence, incapacitation and rehabilitation of the inmates placed here. This facility offers a sanitary, safe and secure environment which offers quality programs and services to its inmates.

DESCRIPTION:

The Federal Correctional Institution at Safford, Arizona, is a low security level facility. It is located within the Western Region of the Federal Bureau of Prisons.

LOCATION, ADDRESS, PHONE NUMBER:

FCI Safford is located approximately seven miles south of downtown Safford, Arizona on Highway 191. It is approximately 120 miles East of Tucson, Arizona, and 180 miles Southeast of Phoenix, Arizona. From Tucson, Arizona, visitors should travel East on Interstate 10 to highway 191 North. They should travel on Highway 191 North to Highway 366 and turn left. Visitors from Phoenix, Arizona, should travel East on Highway 60 to Highway 70, then East on Highway 70 to Highway 191. Turn south on Highway 191 to Highway 366, then turn right.

The official mailing address for prison authorities is as follows:

Federal Correctional Institution
PO Box 820
Safford, Arizona 85548

The official mailing address for inmates is as follows:

Inmate's Full Name
Federal Prison Register Number
Federal Correctional Institution
PO Box 9000
Safford, Arizona 85548

The address where inmates may receive money is as follows:

Federal Bureau of Prisons
Inmate's Full Name
Federal Prison Register Number
PO Box 474701
Des Moines, Iowa 50947-001

Any money received at this institution will be returned to the sender.

The telephone number for the facility is (928) 428-6600.

4. ADMINISTRATIVE STAFF

All institution staff, including the Executive Staff are available to all inmates at mainline (dining hall) each day.

WARDEN: The Warden is the Chief Executive Officer (CEO) for the institution and is responsible for its overall operation. In order to perform this function most effectively, the Warden delegates some of this authority to senior staff members. He/She evaluates the advice of staff and committees appointed by him and is the final institutional authority for approval of all major activities which include transfers, furloughs, and other community activities. If you have a problem which cannot be resolved and you have exhausted all other resources, you may write to the Warden by submitting an Inmate Request to Staff Member form or you may talk with him/her during the noon mainline.

ASSOCIATE WARDEN: The Associate Warden reports directly to the Warden. His/Her responsibility is to oversee and supervise the day to day operations of the following departments:

Business Office	Psychology Services
Facilities	Religious Services
Food Service	Health Services
Correctional Services	Computer Services
Inmate Systems	Safety
Unit Management	Case Management Coordinator

If you have a problem which cannot be resolved and you are unsatisfied with the appropriate staff's attempt at resolution, you may contact the Associate Warden by submitting an Inmate Request to Staff Member form or you may talk him/her during the lunch hour (mainline).

SUPERINTENDENT OF INDUSTRIES (UNICOR): The Superintendent of Industries has been delegated the responsibility to oversee the total operation of the institution's Industries operation and the Education and Recreation Department. The Superintendent of Industries reports to the Warden. If you have a problem related to his/her area of responsibility which cannot be resolved in any other way, you may contact him/her with an Inmate Request to Staff Member form or during mainline.

CAPTAIN: The Captain reports directly to the Associate Warden. The Captain is delegated the responsibility for the overall security of the institution. The Captain is the Department Head for all Correctional Staff. Any questions concerning his/her area of responsibility should normally be directed through the Lieutenant's Office. A Request to Staff Member form may be sent to the Captain if a matter needs his/her attention.

5. UNIT TEAM/CLASSIFICATION

FCI Safford, operates under the Functional Unit Management System. Under the Unit System, staff are more readily accessible and available for problem solving, information, and case management. This system allows for an increased level of staff and inmate interaction than is found under traditional management systems. Upon arrival, you were assigned to living quarters. Those assigned to dorms CA, CB, CC, and CD belong to Cholla Unit. Those assigned to dorms SA, SB, SC, SD, and SE belong to Saguaro Unit. OA, OB, OC and OD belong to Ocotillo Unit. The SE dorm is designated for inmates eligible for a gate pass or who are deemed appropriate for this dormitory.

CASE MANAGEMENT COORDINATOR: The Case Management Coordinator reports directly to the Associate Warden and is responsible for providing technical case management expertise to Unit Management staff and the Executive staff. If you have a problem related to his/her area of responsibility which cannot be resolved in any other way, you may request to see him/her by submitting an Inmate Request to Staff Member form or you may talk to him/her during mainline.

UNIT MANAGER: The Unit Manager reports directly to the Associate Warden and is responsible for the total operation of functional unit management in the institution. The Unit Manager supervises Case Managers, Correctional Counselors, and Unit Secretaries. If you have a problem related to this area which cannot be resolved through a Case Manager or Correctional Counselor, you may see him/her. This institution has a Unit Manager for Ocotillo Unit/Cholla West and one for Saguaro Unit/Cholla East. Unit Managers also chair most Unit Discipline Committees which will be discussed further in the booklet.

CASE MANAGER: The Case Manager has the responsibility for gathering information about you, analyzing this information and with your assistance and the assistance of other members of the Unit Team, planning a program which will benefit you. The Case Manager also prepares all reports relative to custody classification, furloughs, transfers and release. The Case Managers are also used as members of the Unit Discipline Committee.

CORRECTIONAL COUNSELOR: The Correctional Counselor has the responsibility for processing your visiting list, phone lists, assigning you to appropriate jobs, and assigning you to living quarters. They also conduct group counseling activities within the facility. The Counselor is normally a member of the Unit Discipline Committee and is also a member of the Unit Classification Team.

Your Unit Team will interview you shortly after your arrival and will assist you throughout your stay on matters relating to housing, work assignments, facility programs, and parole or release matters.

If you are a direct court commitment and FCI Safford is the first designated institution, or if you were transferred to FCI Safford from another Federal facility, you will be scheduled to appear before the Unit Classification Committee within 28 days of your arrival at this facility. If you were initially committed to this facility as a writ return, you will be scheduled for initial classification 14 days of your arrival.

During the classification process, you and your Unit Team will discuss program recommendations, custody classification and release planning. Decisions concerning transfers to other facilities, furloughs, and work assignment changes will also be addressed at these meetings.

Following your initial appearance before the Unit Team, you will receive a regular formal review before the Unit Team each 90 days in order to discuss any significant changes in your program plan. If you have one (1) year or more remaining on your sentence, you will normally be reviewed every 180 days. Inmates are required to attend their initial classification meetings and their subsequent program reviews.

Names of inmates scheduled for a classification meeting will appear on the institution call-out sheet on the date of the meeting. A Unit Team Classification Docket will also be posted at least 48 hours prior to the scheduled meeting on the Unit Management bulletin board. Inmates who do not arrive on time will be subject to disciplinary action. For your convenience, Unit Staff Members maintain posted open house hours to assist you.

Normal open house hours are as follows:

<u>Monday - Friday:</u>	6:00 a.m. to 7:30 a.m. 11:30 a.m. to 12:00 p.m. 3:00 p.m. to 3:50 p.m. 4:30 p.m. to 8:50 p.m.
<u>Saturday and Sunday:</u>	6:00 a.m. to 3:50 p.m. (excluding count time)
<u>Holidays:</u>	6:00 a.m. to 3:50 p.m. (excluding count time)

RULES AND REGULATIONS

Rules and Regulations are established for everyone's consideration. By adhering to the Rules and Regulations of an institution, you are respecting the rights of others to live in a harmonious environment.

1. Visiting with inmates in another dorm is strictly prohibited. Inmates are restricted to their individual area after "lights out" except for toilet facilities and the drinking fountain. Lights out in the dorms at 10:30 pm.
2. Talking in a loud and/or boisterous manner is strictly prohibited within the dorms. Respect the rights of others and refrain from talking after lights out.
3. Radios not equipped with an earphone are not permitted to be played in the dorms. Radios are limited to one per inmate. Headphones are not allowed to be worn during inmate movement.
4. Televisions are viewed in the Lower and Upper Cabana, Cabana on the East side of the Auditorium, the Auditorium and Ocotillo Cabana. Abuse of the television privileges may result in termination of the viewing.
5. Visiting with relatives and friends is permitted in the institution Visiting Room during posted visiting hours. Four visitors may visit at any one time. Inmates are responsible for proper behavior and should advise their visitors of the rules connected with visiting. Failure to control small children may result in the termination of your visit.
6. Inmate telephones are located near Dorm SA and Ocotillo. Inmates will be held responsible for their conduct while using these telephones. Inmates are only allowed to use the telephones during open compound. If the compound is closed, you must return to your assigned areas.
7. Inmates are responsible for the amount of personal property in their possession. No property will be allowed which cannot be stored in the provided space.
8. All living areas will be kept clean and always maintained at a high level of sanitation. Beds will be made prior to 7:30 a.m. weekdays (excluding holidays) and your individual area cleaned and prepared for inspection. On weekends and holidays, your beds and areas will be cleaned upon waking and departing your cube.
9. Inmates are responsible for call-outs and reporting for the call-out at the appropriate time.
10. All scheduled institutional counts will be conducted with the inmate in his individual living area or assigned work area if approved. No exceptions are permitted.
11. Inmates assigned to jobs or training shall remain in their assigned area during the hours required. Exceptions are only to be made by the Detail Supervisor.

12. Inmates will not shower after 11:00 p.m. The showers will be closed from 7:30 a.m. to 10:00 a.m. and from 12:00 p.m. to 1:00 p.m. for maintenance. Inmates are to be in their individual areas for institutional counts and must remain there until count is cleared by the counting officials. Inmates should practice a high standard of personal hygiene for their own health and for the consideration of others.
13. Retention of commissary is limited to the storage space provided and allowed by institutional policy. No inmate will have in his possession the commissary of another inmate.
14. Hobby crafts are prohibited from being kept in the living areas unless specifically approved by the Associate Warden.
15. Clothing worn by inmates will be limited to authorized institutional issue and personal athletic clothing authorized for retention. During normal working hours (Monday through Friday from 6:00 a.m. to 4:00 p.m.), all inmates will be dressed in full uniform consisting of a khaki shirt and pants, an issued belt and a pair of safety boots. This applies to all inmates whether assigned to work or in unassigned status. Inmate clothing will not be altered. No inmate will be permitted to wear khakis with sweats during normal working hours.
16. Smoking is not allowed in Federal Correctional Institutions.
17. Stamps may only be used for mailing. Stamps may not be used for payment of any sort.
18. Absolute compliance with orders to lie on the ground must be adhered to by the inmate population.
19. Inmates are to be appropriately dressed when exiting and/or entering the restroom and/or shower area.
20. Any staff member may search you, your locker, and assigned bed area, in an attempt to locate contraband (hard or nuisance). Your presence is not required. You are responsible for everything in your assigned locker and bed area.

7. RESTRICTED INMATE MOVEMENT

Open movement will be announced every hour on the hour during the normal work week, Monday through Friday, 7:30 a.m. through 3:30 p.m. You will only be allowed a reasonable amount of time in which to conduct your business. All work detail inmates are required to have in their possession a work pass for entrance to any area other than their work assignment shop or area. The movement when announced is for ten minutes allowing you time to get to your destination prior to the close of the movement. Inmates moving about on the compound after the movement has been closed are subject to disciplinary action.

Certain areas of the institution are also restricted to inmates.

- A. **MICROWAVE DETECTION ZONES:** Inmates are prohibited from entering the perimeter fence line areas which are covered by the microwave detection zones, with the exception of work details under direct staff supervision.
- B. **UNICOR AND MECHANICAL SERVICES SHOPS AREA:** Inmates are not permitted in this area with the exception of assigned inmates on their work detail.
- C. **BASEBALL FIELD AND WALKING/JOGGING TRACK:** This area is open from 6:00 a.m. - 8:45 p.m. Monday through Friday. On weekends and holidays, it is open from 6:30 a.m. to 8:45 p.m. The recreation yard is closed each day at 10:15 a.m. in preparation for the noon meal and from 7:30 - 8:00 a.m. and during the 4:00 p.m. count.

- D. **INNER COMPOUND:** The Inner Compound area between the front of the dormitories and the front of the Dining Room and Administration Building is open from 6:00 a.m. to 10:00 p.m., Sunday through Saturday.
- E. **WEIGHT LIFTING AREA:** The weight lifting area will be open from 6:00 a.m. to 8:30 p.m. Monday through Friday. On weekends and holidays, it will be open from 6:30 a.m. to 8:30 p.m. Safety shoes must be worn at all times in this area by both users and spectators.
- F. **BASKETBALL AND VOLLEYBALL COURTS:**
- | | |
|---------------------------|--------------------------------|
| <u>MONDAY THRU FRIDAY</u> | <u>WEEKENDS & HOLIDAYS</u> |
| 12:30 p.m. to 8:30 p.m. | 8:30 a.m. to 8:30 p.m. |
- G. **HOBBY SHOP:** Weekdays - 12:00 p.m. to 3:30 p.m. and 5:30 p.m. to 8:30 p.m.
Weekends - 8:00 a.m. to 3:30 p.m. and 5:30 p.m. to 8:30 p.m.
- H. **OPEN AREA BETWEEN NORTH SERVICE ROAD AND FENCE LINE:** This area is out of bounds with the exception of work details under staff supervision.
- I. **NORTH AND WEST AREAS BEHIND UNIT OFFICES:** This area is out of bounds except for work details under staff supervision.
- J. **WEST AREA BETWEEN EDUCATION AND VISITING ROOM:** This area is out of bounds except for work details assigned to clean and water the area, or for inmates reporting to the visiting room for visits on regular visiting days. These inmates are required to wait for their visits on the southwest corner of the Chapel at the yellow line on the service road.
- K. **RESTRICTION TO DORMITORIES:** All inmates are restricted to their assigned dormitory from 10:00 p.m. to 6:00 a.m. (6:30 a.m. on weekends and holidays) with the exception of inmate night work details on the job or returning to or reporting for work.
- L. **MEAL ROTATION:** Inmates are restricted to their assigned dormitories after the 4:00 p.m. and 10:45 a.m. counts until their dormitory has been released to the Dining Room.
- M. **ADMINISTRATION BUILDING AND BUSINESS OFFICE:** This area is out of bounds except for work details assigned to the area, or for conducting pre-scheduled business escorted by staff.
- N. **GRASS AREAS ON THE COMPOUND AND EDUCATION:** All grass areas are designated as out of bounds with the exception of inmates who are assigned to work on those areas. Use sidewalks and paths to get to your destination.

8. INMATE GRIEVANCE PROCEDURES

Most problems or complaints can be handled informally by bringing them to the attention of staff members. However, if this does not occur, contact your assigned Counselor to obtain an Informal Resolution and any other appeal forms. The Informal Resolution is commonly referred to as a BP-8. Your Counselor will investigate the concern and normally respond to you within five business days.

If you are not satisfied with the response, you can file a BP-229, commonly referred to as a BP-9. This appeal form must be filed within 15 days of the date of your response on the BP-8. Remember to attach one copy of your BP-8 with this appeal. The Warden will normally respond to your appeal within 20 days.

If you are not satisfied with the response, you can file a BP-230, commonly referred to as a BP-10. This appeal must be filed within 20 days of the date of your response on the BP-9. You must attach a copy of the BP-8 and BP-9 with your appeal and copies of any other documentation. The Regional Director will normally respond within 30 days.

If you are not satisfied with the response, you can file a BP-231, commonly referred to as a BP-11. This appeal must be filed within 20 days of the date of your response on the BP-10. You must attach a copy of the BP-8 and BP-9 and BP-10 with your appeal and copies of any other documentation. The General Counsel will normally respond within 40 days.

HOUSEKEEPING CHECKLIST FOR DORMITORIES

INDIVIDUAL CUBICLES/BUNK AREAS: These instructions are meant as a guide to help individuals maintain their personal living areas. Cubicle/Bunk areas should meet these requirements at all times in order to pass any housing area daily inspections.

OVERALL APPEARANCE: Inmates must maintain their assigned cubicle/bunk area clean, neat, and orderly at all times.

COMMON AREAS: Each individual also has the responsibility for maintenance of all common areas of the dormitories they use such as outside areas, showers, washrooms, and restroom areas. Each person should leave these areas neat and clean. In addition, the shower and washroom facilities will be closed from the hours of 7:30 a.m. to 10:00 a.m. and from 12:00 p.m. to 1:00 p.m. daily for regular sanitation maintenance. Showers will not be taken after 11:00 p.m. Inmates assigned to odd-shift hour jobs such as Food Service are expected to cooperate with the Unit Orderlies to ensure that the showers and wash basins are left clean.

BED MAKING: Beds will be tightly made, wrinkle free, and neat with sheets folded approximately 16" from the head. (See attachment A). Extra blankets will be neatly folded and placed at the foot of the bed. All beds will be made and inspection ready by 7:30 a.m. on weekdays and prior to leaving the cubicle area on weekends. All shoes and boots not secured in lockers will be placed neatly under the bed.

BED FRAMES: All bed frames will be dusted and cleaned on a daily basis. No items are allowed to hang off of the beds, except a towel at the foot of bed.. No coats, toilet paper, etc., are allowed on the bed posts.

BEDDING: All bedding will be washed frequently to maintain good sanitation and hygiene in inmate living areas.

FURNITURE: All furniture will be free of stains, dirt, and will be dusted daily.

LOCKERS: Lockers must be kept clean and free of dust. Inmates are not allowed to place stickers, calendars, graffiti, or any item on their locker. The altering or moving of lockers is strictly prohibited. A towel and a laundry bag are allowed to be hung from the locker hook.

WALLS: The walls in the cubicle/bunk area are to be kept clean, scuff and stain free on a daily basis. This includes any fixtures in this area also. No items will be placed, taped, or otherwise affixed to any wall surface or fixture in any cubicle/bunk area. No personal items are to be stored on wall tops.

FLOORS AND BASEBOARDS: Floors are to be free of dust and dirt. Daily sweeping and mopping to maintain a clean surface is required. Baseboards will be kept clean and free of dust on a daily basis.

PERSONAL PROPERTY: Personal property over the allowed amounts will not be kept. Personal property will be maintained in a neat and orderly manner at all times. The following are requirements for specific personal items:

1. All clothing will be kept inside of lockers except for dirty items in a laundry bag. The laundry bag will be placed on a hook on the outside of the locker or under the bed at the foot of the bunk. Only clothes are allowed to be stored in the laundry bags. All inmates are expected to adhere to the normal laundry schedule so as not to further accumulate dirty laundry. A coat, when stored outside the locker area, will be placed on the other hook located on the outside of the locker or neatly on the bed. Wet towels may be hung on the locker hook until dry, or on a clothes hanger at the foot of the bed. Once dry, it should be put inside the locker.
2. Excessive amounts of newspaper and magazines will not be allowed. No books, magazines, or newspapers will be displayed in the open at any time unless being used or read at the time by the area occupant.
3. Only hobby craft items that are approved by the Associate Warden will be allowed in the cubicle/bunk area. All finished hobby crafts will be mailed from the institution as soon as possible after completion.
4. Water jugs are permitted to be stored outside of the locker, out of sight.
5. All prayer rugs will be secured inside the locker.
6. Any other personal items not mentioned will be kept inside the inmate's locker when not in use or the cubicle/bunk occupant is not present.
7. Storage of items will not be permitted under the mattress.

FIRE SAFETY: At no time will any item such as wood, paper, plastic, or cardboard boxes be brought into any dormitory for inmate use unless it is approved by the local administration.

At no time will any changes be made in any inmate dormitory to any physical plant structure or fixtures that may cause harm or injury to themselves or others. This includes the placement of nails, screws, unauthorized hooks, and illegal radio antenna wires. At no time will lockers, beds, etc., be moved without the expressed approval of the Unit Management Team. Violators will be subjected to the disciplinary process.

11. CLOTHING AND DRESS REGULATIONS

The national policy regarding inmate personal property will be strictly adhered to when processing new inmate arrivals.

Inmates will at no time be allowed to wear clothing in such a manner that is seen as depicting gang involvement, i.e., sagging pants, shirts buttoned at top only, belt buckle worn to one side, etc.

DRESS REGULATIONS FOR THE WORK WEEK: Institution clothing (khaki shirts, khaki pants, institution issued belt and safety shoes) must be worn at all times while an inmate is working. Clinic clothing and Food Service smocks and hair nets may not be worn off the job. Inmates must be fully clothed during normal work week hours which are Monday through Friday, 6:00 a.m. to 4:00 p.m.

DRESS REGULATIONS FOR THE DINING HALL: Monday through Friday for the breakfast and noon meal, inmates must be fully dressed in the dining hall. The dress regulations in the dining hall Monday through Friday for the breakfast and noon meal is khaki shirts tucked into khaki pants or institution issued t-shirts during the summer months. Inmates must also wear their institution issued belt and safety shoes.

MONDAY THROUGH FRIDAY FOR THE EVENING MEALS WEEKEND AND HOLIDAY MEALS: The dress regulations for the evening, weekend, and holiday meals is sweat pants and/or sweat shirts, shorts, T-shirt khaki shirts and khaki pants. During leisure hours it is not necessary to tuck the shirt in the pants. Only headgear authorized by the Chaplain will be permitted in the food service area. No sleeveless shirts are allowed in the dining hall.

RECREATION YARD DRESS REGULATIONS : Recreational type clothing, such as sweat pants, shorts, T-shirts will be worn only in the recreation area during the work day. Steel-toed boots must be worn in the weight area.

During the work day, inmates wearing recreational type clothing will not be allowed in any other area. Specifically, the administration building, unit offices, Chapel, R & D, inmate laundry, inmate telephone , TV room and inner compound.

Recreational sweat bands purchased from the Commissary may be worn only on the recreation yard. Handkerchiefs are not sweat bands and are not allowed to be worn as head wear.

Inmates are required to wear shirts while on the recreation yard, Monday through Friday, 6:00 until 4:00 p.m.(except for holidays).

Sun tanning is designated on the softball field bleachers. Inmates must have on pants or shorts in this area when sun tanning.

12. PERSONAL/INSTITUTION ISSUED PROPERTY

Personal property authorized for retention will be limited to those items listed below which can be neatly and safely stored within the cubicle locker space provided. Personal property accumulation to the point of becoming a safety, security, sanitation, or housekeeping problem will not be permitted.

LEGAL MATERIALS: Retention of legal materials will be permitted provided the materials can be stored within storage space provided. The inmate must demonstrate a verifiable need for additional storage space for ongoing legal matters. Unit Staff will monitor and verify the need for additional storage space for legal matters.

STAMPS: Inmates may only have 60 stamps (3 books) in their personal property at one time. If additional postage is needed for special mailing, it must be approved by the Unit Team.

COMBINATION LOCKS: Inmates will not be permitted to plug the keyway of their personal combination locks. Locks that cannot be opened through the use of a master key will not be permitted.

RADIOS: Inmates are limited to the possession of one radio. Radios may be played in the dormitory only with the use of an earphone. No personal property, may be loaned or transferred to another inmate. Radios must be engraved with the owner's register number. Any radio with an altered register number will be confiscated.

HOBBY CRAFT MATERIALS: Hobby craft materials will be stored in an area designated by the Associate Warden.

MUSICAL INSTRUMENTS: Musical instruments are not permitted or played in the dormitory areas. However, they are permitted to be played at a reasonable volume in the music room, patios, or outside recreation. They may not be played in these areas during normal business hours.

GUIDELINES FOR PROPERTY AUTHORIZED FOR RETENTION:

INSTITUTION ISSUE ITEMS

3 trousers	1 blanket (summer)
3 shirts	2 blankets (winter)
6 underwear	2 bed sheets
6 T-shirts	1 pillow
6 pair socks	1 pillow case
1 jacket	3 towels
1 pair shoes	3 wash clothes
1 web belt	1 mattress
1 cap	1 bedside locker
2 laundry bags	

ATHLETIC ITEMS

1 sweat suit
1 jogging suit
2 athletic shorts
2 pair athletic shoes
1 weight lifting belt
1 tennis racket
1sweat band
1. pr. weight lifting gloves
5 pair athletic socks

MISCELLANEOUS ITEMS

commissary	hobby craft
legal materials	1 watch
1 Storage container	1 radio & earphones
1 plastic pitcher	photo album
1 shaving kit/bag	1 shower slippers
personal papers, letters, photos, etc.	Religious article
	wedding band (no stones)

Authorized property is limited to items purchased through approved channels, issued by authorized institution staff, or approved items authorized for retention at FCI Safford.

Storage space consists of one bedside locker. Property authorized for retention is limited to property which can be stored neatly and safely within the storage space provided.

AUTHORIZATION TO HAVE PROPERTY MAILED IN: Those inmates who are near release or have been approved to participate in furloughs may have clothing sent in, to be worn only when departing the institution and when returning to the institution. The authorizing department is the Unit Team. Medical items must be authorized by the Medical Department, religious items by the Religious Department, and educational items by the Education Department.

If an inmate sustains a loss of property as a result of negligence of an employee at a privately managed prison, the inmate has a right to file a claim with that prison.

13. SAFETY

Each new commitment will be required to read and sign the safety regulations. In the event the inmate cannot read, these regulations will be read and explained to him. Each inmate will be provided with a copy of the Inmate Accident Compensation Procedures booklet, which is available in both English and Spanish editions.

1. Every effort will be made to provide a safe work area and environment for each inmate worker and to provide the appropriate safety equipment for each individual.
2. It is the responsibility of each man to use the safety equipment issued to protect him against physical injury and/or health hazards. Make certain you have all required personal, protective equipment on before you begin any operation.
3. You must wear safety goggles when performing any grinding, chiseling, filing, chipping or spraying operation.
4. Hearing protection must be worn on all work stations designated as a high noise level area.
5. Tennis shoes are not allowed on any work assignment. While engaged in weight lifting, safety shoes must be worn.
6. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded.
7. Inmate employees will perform only work that is assigned to them. Operation of machines or equipment, or performing any operation that has not been specifically assigned, is strictly forbidden.
8. Operating equipment without using the safety guard(s) provided, or removal of the safety guards, is forbidden.
9. The fabrication or repair of personal items on government equipment (except when authorized in the Hobby Shop) is against safety regulations.
10. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while it is in motion. Stop the machine first. Use lockout devices where possible.
11. Do not lift weights at the recreation facility until authorized by the Medical Department.
12. Inmates who are injured while performing their assigned duties will immediately report such injury to their work supervisor (staff member). Failure to report a work injury to your supervisor within a maximum of 48 hours may disqualify you from eligibility for lost time wages or compensation.
13. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in performing his assigned work. Horseplay on the job will not be tolerated.
14. Any inmate who sustains a work injury and still retains some degree of impairment at the time of release should contact the Safety Manager not less than 45 days prior to release or transfer to a CTC for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.
15. Any tampering with the fire safety equipment in the dormitories and other buildings in the absence of an emergency is forbidden.
16. Inmates will wear safety shoes when at work in all areas.
17. The use of walkman headphones is not permitted for safety purposes.

Visiting dress rules apply equally to male and female visitors as follows;

1. Anyone wearing clothing considered to be too revealing will not be allowed to visit. This may include loose or oversized sleeveless tops, low necklines, sheer fabric, see-through lace, clothing of spandex material.
2. Any clothing more than three (3) inches above the knee will be considered too short and will not be permitted to enter the institution. This includes shorts, dresses, skirts, culottes, etc.
3. These procedures do not apply to children 12 years of age and below. Children should however, wear appropriate attire for an institutional setting.
4. Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing, design in their hair, displaying affiliation with gangs, will be brought to the attention of the Operation's Lieutenant.
5. Dress shirts or blouses which are sleeveless, pantsuits with sleeveless jackets or tops are permissible.
6. No open-toed shoes are allowed.

AUTHORIZED ITEMS:

The only items authorized to be brought in by the visitor in the visiting room are:

- A transparent change purse no larger than 8"x 8"x2"
- Four (4) diapers
- Two (2) jars of baby food, unopened
- Three (3) baby bottles, clear and half full
- One (1) baby blanket
- Two (2) sanitary napkins or tampons
- Medication: Only nitroglycerin pills and prescribed inhalers will be allowed and must be left at the Visiting Room Officer's desk until conclusion of the visit. Insulin must be left secured in a locker in the front lobby and, if required, a visitor will be escorted to the front lobby by a staff member in order to obtain the required medicine for immediate use.
- No more than \$20 in change, quarters, dimes, and nickels will be allowed for use in the vending machines. Paper currency is not authorized to bring into the institution.

The only items authorized to be brought in by the inmate in the visiting room are:

- One (1) Religious Medal or Pendant
- One (1) Eyeglasses
- One (1) Authorized Religious head wear
- One (1) Plain Wedding Band
- One (1) Inmate Identification Card

No items brought in by the visitor are allowed to be given to the inmate through the visiting room.

INMATE IDENTIFICATION: Inmates shall provide their commissary card to the Visiting Room Officer for identification purposes.

FOOD IN THE VISITING ROOM: Visitors may purchase food items to be consumed by the inmate during the visit.

ATTORNEY VISITS: Attorney visits should be conducted during visiting days. It is preferred that attorney visits be scheduled in advance so that adequate private space can be set aside. If an attorney visit must be made during non-visiting days, contact your Unit Team for scheduling and approval.

SPECIAL VISITS: Except in cases of emergency or demonstrated need, visits will be restricted to visiting hours. Other special visits may be approved by the Associate Warden where it is evident the visit cannot occur during visiting hours. Special visits must be approved at least 24 hours in advance. These visits will ordinarily be supervised by Unit Staff.

PRESS OR MEDIA VISITS: Written consent of the inmate is required prior to a visit from a member of the press. The Warden will be the final approving official for any visit by the press or media.

CONTRABAND: The introduction of contraband into a penal institution is a violation of 18, USC, Sections 1791 and 3571, punishable by fine and/or imprisonment. Contraband is defined as any item given to or left where accessible to inmates, such as narcotics, money, alcohol, tobacco, firearms or other items of which specific approval of the institution has not been obtained.

OTHER VISITING ROOM REGULATIONS: All inmates are subject to a visual search prior to reentry to the living area of the institution.

Approved visitors may not leave money with the Visiting Room Officer or the Control Room Officer for deposit into your account. All money to be deposited to your account must be mailed to the address mentioned in Section 3 of this booklet.

Only four visitors will be allowed to visit at one time including non-infant children. Exceptions to these rules may be made after submitting a Request to Staff Member to the Unit Manager for approval.

The right to visit will be denied to anyone who attempts to circumvent or evade visitation regulations.

The use of camera equipment or recording equipment without the written consent of the Warden is strictly prohibited.

No written message may be exchanged during a visit.

You may kiss and embrace your family member upon entry into the visiting room and again at the conclusion of your visit. Excessive touching, kissing, fondling, etc. will result in termination of the visit and disciplinary action.

15. DORM ASSIGNMENTS

Correctional Counselors are responsible for making quarters (bed) changes. Those inmates with medical problems requiring bottom bunk assignments will receive priority for placement in a bottom bunk. All other bottom bunk assignments will be made on a seniority basis.

16. JOB ASSIGNMENTS

The Unit Team (normally the Correctional Counselor) is responsible for making inmate job assignments. Inmates normally will be placed on a job assignment most compatible with his interest or job skill. Inmates with severe financial needs will be considered for priority placement on the waiting list in Federal Prison Industries (UNICOR).

The regular work day for the inmate population starts at 7:30 a.m. and lasts until 3:30 p.m. Some work details stagger schedules such as UNICOR, Food Service, Laundry, Recreation, and the Unit Orderlies. Your detail supervisor will explain the normal work schedule should you be assigned to one of those details. Institution needs and medical status take priority over all other concerns when making job placements. Inmates must remain on their job for 90 days prior to getting a job change.

PERFORMANCE PAY: Performance pay may be awarded to inmates who have maintained good work habits and superior performance. Performance pay is awarded based on each individual job classification. You are encouraged to speak with your work supervisor concerning performance pay.

UNICOR: UNICOR employs large numbers of inmates and specializes in the production of textile products for sale to governmental agencies. Products are produced by an assembly line method. Assignments to UNICOR are made from a waiting list. To be placed on the waiting list you must file an application with your Unit Counselor. If eligible, while in UNICOR, you automatically earn Industries Good Time at the rate of three days per month for the first year and five days per month for each month thereafter. By law, you cannot earn Industries Good Time in UNICOR and Meritorious Good Time at the same time. Everyone assigned to UNICOR begins at the lowest pay grade, unless they have prior UNICOR experience, and have not received a disciplinary transfer. Depending on the quality of your work, interest, initiative, prior work history in UNICOR, and education level, you may progress to first grade pay (see attached pay schedule).

Whenever you are absent from your job, you will not be paid. You will receive pay for all legal holidays.

During the first year, it is possible to earn up to six days vacation and up to 12 days for each year thereafter. Depending on the factory status, you may take your vacation or work and receive vacation and work pay.

1st grade = \$1.15 per hour
2nd grade = \$.92 per hour
3rd grade = \$.69 per hour
4th grade = \$.46 per hour
5th grade = \$.23 per hour

FACILITIES DEPARTMENT: The Facilities Department provides support services to the institution through various trade shops and an administrative office. These shops include:

HVAC
Garage
Electric Shop
Welding (General Maintenance 1)
Masonry (General Maintenance 2)
Plumbing (General Maintenance 3)
Outside Maintenance 4
Carpentry (General Maintenance 5)
General Maintenance 7
Paint (General Maintenance 8)
Landscape In
Landscape Out

Each shop is staffed with a foreman and an inmate crew of up to 20 persons.

Performance Pay in the Facilities Department may be awarded to inmates who have maintained good work habits and superior performance. Performance pay is awarded based on each individual job classification. Each job classification is assigned a pay grade which the inmate assigned there will receive. The pay for each grade is as follows:

Grade 1 - .40 per hour.
Grade 2 - .29 per hour.
Grade 3 - .17 per hour.
Grade 4 - .12 per hour.
Maintenance Pay 5.25 per month.

You are encouraged to speak to your detail supervisor concerning performance pay.

17. HEALTH SERVICES AND SICK CALL

The Health Services Department is located behind the Institution Laundry.

HOURS OF OPERATION:

ON-SITE MEDICAL COVERAGE

Week Days
6:00 a.m. - 6:00 p.m.

Weekends & Holidays
9:00 a.m. - 5:00 p.m.

Sick call sign-up
6:30 - 7:00 a.m. Mon, Tues, Thurs, Fri

PILL-LINE HOURS:

Week Days
6:30 - 7:00 a.m.
(Sick-Call Sign Up)
11:00 - 11:30a.m.
*4:30 - 4:45 p.m.
*(Restricted to Pill-Line Pass)

Weekends & Holidays
9:30 - 10:00 a.m.
*4:30 - 4:45 p.m.
*(Restricted to Pill-Line Pass)

HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

RIGHTS

1. You have the **right to access** health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack(verified) of personal funds to pay for your care.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Service Administrator, members of your Unit Team, the Associate Warden and the Warden.
4. You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. **This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.**
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
9. You have the right to report complaints of pain to your health care provider, **have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.**
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' policy.
13. You have the right to dental care as defined in Bureau policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. **You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.**
2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility of being familiar with the current policy to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating inactivity that could result in the spreading or catching an infectious disease.
9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the responsibility to be honest with your health care provider (s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

18. PSYCHOLOGY SERVICES DEPARTMENT

The Psychology Services Department provides comprehensive psychological services such as evaluations, psycho-educational groups and individual psychotherapy. Crisis intervention and counseling is available on a 24 hour emergency basis. The department's primary focus is to promote and provide a positive learning atmosphere conducive to prosocial patterns of behavior and thinking. A variety of programs are offered. Information, questions, concerns, and enrollment in programs can be addressed to the Psychology Services Department by submitting an Inmate Request to Staff Member to Psychology Services.

An important responsibility of the Psychology Services Department is the prevention of suicide. All staff are trained to detect warning signs of suicide; however, other inmates frequently see these signs earlier than staff. If you become aware of a situation that suggests an inmate is thinking about hurting himself, you are encouraged to notify staff so that appropriate prevention measures can be taken.

21. LAUNDRY SERVICES

Upon your arrival, you were issued a full set of institution clothing and bedding material. On the following normal business day morning, you should report to the Laundry Department for size adjustments if necessary.

All institution clothing, including towels and washcloths, should be placed in the mesh laundry bag which was issued to you and returned to the Laundry for washing between the hours of 6:30 a.m. and 7:25 a.m. All bedding is exchanged on a one-for-one basis. Laundry is exchanged by laundry bin number. 0-200 first full week of the month. 201-400 second week of the month. 401-600 third week of the month. 601-up fourth week of the month.

HOURS OF OPERATION:

Laundry Hours: 6:30 a.m. to 7:25 a.m., Monday through Friday

Monday: Blanket exchange

Tuesday: Clothing exchange

Wednesday: Clothing exchange

Thursday: Clothing exchange

Friday: Every other Friday, personal hygiene exchange. Toiletries are exchanged on a one-for-one basis.

22. INMATE LAUNDROMAT

For the convenience of inmates housed at this facility, a Laundromat has been established south of the Saguaro Unit and in Ocotillo Unit.

The following rules and procedures will apply during the operation of this facility.

RULES:

1. Hours of operation will be from 6:00 a.m. until 9:45 p.m.
2. Personal clothing may be laundered in the Laundromat.
3. No blankets or coats will be washed in the Laundromat.
4. No inmate will wash any clothing belonging to another inmate.
5. No clothing will be left unattended in the machines. Any clothing found unattended will be confiscated as contraband.
6. No sitting on top of the machines or folding tables. Misuse of the machines will result in disciplinary action and possible restitution for damages incurred.
7. No card playing.
8. Irons may be drawn from the Unit Officer by use of Commissary Card and will be returned upon completion of laundering your clothing items.
9. Irons and ironing boards are provided for use in the Laundromat only. It is expected that care will be exercised in the use of this equipment. All irons not in use will be turned off.

Any abuse or disrespect of the equipment or violation of the rules as posted may warrant disciplinary proceedings.

HOURS OF OPERATION: 7 days a week - 6:00 a.m. to 9:45 p.m.
Laundry will close Wednesday from 6-12 for cleaning and maintenance.

23. RECREATION AND LEISURE TIME

The Recreation Department consists of the Equipment Issue Room, Hobby Shop, Music Room, Weightlifting Area, Auditorium, and outdoor activities. All recreation areas are open on a daily basis from

6:00 a.m. to 7:30 a.m.

8:00 a.m. to 3:30 p.m.

5:00 p.m. to 8:45 p.m.

Recreational items are available to be checked out from the issue room located near the horseshoe pits. Access into the recreation yard during the normal work week, Monday through Friday, 7:30 a.m. to 3:30 p.m., is via the hourly controlled movement periods. Only inmates who are not required to be at work can attend recreation facilities during work hours. Safety shoes must be worn while in the weightlifting area. Safety glasses are required on the handball and racquetball courts. Failure to adhere to the above regulations may result in an incident report being issued.

Wellness and Diabetic classes are held year round. Copouts are accepted by any recreation officer.

Television viewing is done in the Lower Cabana, the Upper Cabana, the Cabana on the East side of the Auditorium, Ocotillo Cabana and the Auditorium. A TV schedule is posted weekly to notify all of the programming and movies scheduled with hours for each area plainly indicated. There are no reserved seats and no inmate will be permitted to use more than one chair. The TV areas are to be kept neat and clean. Changes in the posted schedule must be approved by the Recreation Supervisor.

Feature length movies are shown in the Auditorium on Friday, Saturday, Sunday and holidays. Movies selected and times of showing will be posted in each dormitory.

24. RELIGIOUS SERVICES AND PROGRAMS

A full time Chaplain is on duty to minister to your spiritual needs. Inmates of all faiths - or no faith - are welcome to come by the Chaplain's office for personal or spiritual reasons. Inmates may also request to be placed on a call-out for an appointment.

Schedules of religious programs are posted in the Chapel and in the housing units. A large variety of videos are available for personal viewing. Books are available to be borrowed. Magazines, bibles, and other literature are available free of charge.

The Chapel was built by the men here, for the men here. It is considered a sacred place for spiritual activities. Where there are no scheduled activities, it is a quiet place for prayer and meditation. It is important that everyone be respectful of others while in the chapel. It is hoped that the chapel and its resources will be a place of encouragement, rest, and strength for you.

25. EDUCATION DEPARTMENT PROGRAMS

The Education Department provides the bulk of programs to the inmate population. The department provides both specific and general education needs and leisure time activities offering skill development and increased knowledge and attitudes that increase potential for success in the community.

While on A & O status, you will come into contact with an education staff member in a mutual discussion of your education background and vocational needs. If you desire any type of academic training, tell the education representative. All educational and vocational questions can be directed to the Education Department.

GED: If you have not yet attained your high school diploma, you are required to attend the GED Program to attain your diploma. You must have a high school diploma or GED to be promoted beyond pay grade 4.

COLLEGE LEVEL COURSES: A variety of college level courses are offered in a classroom setting through Eastern Arizona College, as well as through correspondence. You are required to pay for tuition and books. No financial assistance is available.

VOCATIONAL TRAINING PROGRAM: Vocational training programs are available. These will be covered during the A&O Program.

LEGAL AND LEISURE READING LIBRARY: We have a complete Legal and Reading Library open to all on a daily basis. The libraries are located in the Education Complex. Typewriters are available for legal use only.

26. VENDING MACHINES

1. Vending machines located in the visiting room are to be used by visitors only. (Inmates are not allowed to use the vending machines)

Inmates responsible for willful and malicious damage to the vending machines could be subject to disciplinary action and could be found liable for payment of damages to the vending machines.

27. USE OF TELEPHONES

The institution operates the Inmate Telephone System (TRUFONE), which allows you to place direct dial calls from an approved list you submit. The cost of the call is deducted from your Trufone account. You are allowed up to 300 minutes a month of calls. The telephones are located outside dormitory SA and Ocotillo Cabana. No third party, credit card, or toll calls such as 1-800's, 1-888's, and 1-900's calls will be allowed. These are used for outside communication with family and friends. Inmates desiring unmonitored calls to their attorneys may request this from their Unit Team. These calls will be made from private Unit Team Offices on a collect call or "time and charges basis." Limit your time on the phone to a reasonable length, no longer than 15 minutes. Staff have telephone monitoring capabilities. Use good judgement when making calls. Each inmate may place up to 300 minutes worth of telephone calls per month. If you exceed this limit and you are experiencing an emergency or family crisis, contact your Unit Team. Your situation will be evaluated, verified and taken into consideration by your Unit Team. Abuse of the telephone (i.e. conducting a business, use of threatening or abusive language) could result in the loss of telephone privileges, disciplinary action, and possible prosecution. Incoming calls on regular institution phones are not permitted except for emergencies. Only a reasonable amount of time will be allowed in order to complete the call. Inmates are only allowed to use the telephones during open compound. If the compound is closed, you must return to your assigned areas.

28. INMATE CORRESPONDENCE

Incoming general correspondence, including bulk mail (magazines, newspapers, and large packages), will be delivered to each dormitory after the 4:00 p.m. count Monday through Friday. Workers from Food Service, UNICOR, Commissary, and any inmates that are working during mail call can pick up their mail from the Unit Officer.

The Open House hours for the Mail room are 7:00 a.m. to 7:30 a.m., Mondays, Wednesdays and Fridays, except Federal holidays. Open House for Legal Mail is Tuesday and Thursday 7:00 a.m. to 7:15 a.m.

Inmates who wish to receive funds while incarcerated should have their families and friends send funds to the centralized collection facility, commonly known as the National LockBox, at the following address:

Federal Bureau of Prisons
Inmate Name
Inmate Register Number
PO Box 474701
Des Moines, Iowa 50947-0001

To insure correct posting to inmate accounts, negotiable instruments must contain the inmate's committed name and register number. The National LockBox will not accept cash or personal checks. Approved negotiable instruments are Money orders, Government checks, Foreign negotiable instruments (U.S. currency only), and Business checks. Inmates are to inform their families and friends that **ONLY** negotiable instruments are to be sent to the LockBox address. **ANY and ALL enclosures with the negotiable instruments (letters, pictures, etc.) will be discarded.**

Family and friends may now send funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted within two to four hours. Funds through Quick Collect may be sent three ways:

1. At an agent location with cash: Family or friends complete a Blue Quick Collect Send Form.
2. By phone using a credit/debit card: Family or friends may call 1-800-634-3422 and press option 2.
3. Online using a credit/debit card: Family and friends may go to www.westernunion.com.
 1. Select Bill Payment
 2. Select Quick Collect

For each Western Union Quick Collect transaction, the following must be provided:

1. Inmate Register Number
2. Inmate Name
3. City code: FBOP
4. State code: DC

Inmate name and register number must be entered correctly, if the sender does not provide the correct information, the transaction cannot be completed. The City code will always be FBOP and the State code will always be DC. Each transaction is accepted or rejected at the point of sale. The sender has the responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

*Western Union will charge a \$9.95 fee for cash transfers from agent locations. Transfers via telephone or internet have higher fees. Any questions regarding Western Union transfers should be directed to Western Union by the sender.

Legal and certified mail will be delivered by a Correctional Counselor Monday through Friday, except on holidays. Legal mail is identified as follows:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client mail be opened only in the presence of the inmate. For this to occur, Bureau policy requires that the attorney adequately identify himself/herself as an attorney on the envelope and that the envelope be marked "Special Mail - Open Only in the Presence of the Inmate," or words with similar language clearly indicating that the correspondence qualifies as special mail and that he/she is requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification and the specific opening instructions, staff may treat the mail as general correspondence and may open, inspect, and read the mail. You, the inmate, are responsible for notifying your attorney of the above required markings.

The day of the week you are allowed to shop is by the fourth and fifth digit of your register number. A list of shopping nights are published on a MEMORANDUM and posted outside the Commissary and in the dormitories.

Commissary lists are located in the dorms and in the Commissary. Any newly arrived inmates may shop for the first time on any night the commissary is open, however, the second time shopping will be the following week on their respective night. Inmates must have their order sheets filled out prior to reaching the window. Inmates may purchase SPOs, stamps, and all other Commissary items on their respective night. Inmates purchasing from the Commissary must have funds in their personal account at THIS institution. You may check your account balance on Monday, Wednesday, and Thursday from 3:30 p.m. to 3:45 p.m..

32. PAROLE COMMISSION

Parolable inmates will be designated to FCI Safford, only after having received a hearing with the U. S. Parole Commission. Should an inmate require any type of follow-up hearing with the U. S. Parole Commission, he will be temporarily designated to a facility in which hearings are conducted, and returned to FCI Safford. Any questions concerning your case involving the U. S. Parole Commission should be directed to your Case Manager.

33. COMMUNITY PROGRAMS

The Bureau of Prisons supports the use of community programs in selected cases to aid in the successful return to society. Some of the programs include furloughs and halfway house placements. These placements afford inmates a less restrictive type of facility within the community. All community programs contain strict eligibility criteria. You are encouraged to talk to a member of your Unit Team concerning community programs

34. INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean-living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the right to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, and for assisting your family.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

35. PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

INMATE DISCIPLINARY PROCESS:

1. Staff become aware of inmate's involvement in incident
2. Staff give inmate notice of charge by delivering incident report (ordinarily within 24 hours)
3. Initial Hearing by Unit Discipline Committee (ordinarily maximum 3 work days from the time staff became aware of the inmate's involvement, which does not include the day staff became aware, weekends, or holidays)
4. Disciplinary Hearing Officer (if appropriate, and a maximum of 24 hours from UDC hearing)

GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
102	Escape from escort; escape from a secure institution (low, medium, high, and administrative type institutions); or escape from a minimum security level institution <u>with</u> violence *	B1. Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for a year (a good time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329)	C. Disciplinary Transfer (recommend) D. Disciplinary segregation (up to 60 days) E. Make monetary restitution F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed)
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed)
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	

GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
		Sanctions A-G
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable.	

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted community programs and activities and open institutions (minimum security level) and from outside secure institutions -- <u>without</u> violence *	A. Recommend parole date rescission or retardation
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good time conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense	B1. Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
204	Extortion, blackmail, protection: demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C. Disciplinary Transfer (recommend)
205	Engaging in sexual acts	D. Disciplinary segregation (up to 30 days)
206	Making sexual proposals or threats to another	E. Make monetary restitution
207	Wearing a disguise or a mask	F. Withhold statutory good time
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	G. Loss of privileges: commissary, movies, recreation, etc.
209	Adulteration of any food or drink	H. Change housing (quarters)
210	(Not to be used)	I. Remove from program and/or group activity
211	Possessing any officer's or staff clothing	J. Loss of job
		K. Impound inmate's personal property
		L. Confiscate contraband
		M. Restrict to quarters

HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
212	Engaging in or encouraging a group demonstration	Sanctions A-M
213	Encouraging others to refuse to work or to participate in a work stoppage	
214	(Not to be used)	
215	Introduction of alcohol into BOP facility	
216	Giving or offering an official or staff member a bribe or anything of value	
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercise or drill	

HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
221	Being in an unauthorized area with a person of the opposite sex without staff permission	Sanctions A-M
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a Breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate) *	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.	

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
300	Indecent exposure	A. Recommend parole date rescission or retardation
301	(Not to be used)	B. Forfeit earned statutory good time or non-vested good time conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	B1. Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended) *
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular channels	C. Disciplinary transfer (recommend) D. Disciplinary segregation (up to 15 days)
306	Refusing to work or to accept a program assignment	E. Make monetary restitution F. Withhold statutory good time
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters) I. Remove from program and/or group activity J. Loss of job
308	Violating a condition of a furlough	K. Impound inmate's personal property
309	Violating a condition of a community program	L. Confiscate contraband
310	Unexcused absence from work or any assignment	M. Restrict to quarters N. Extra duty

MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
311	Failing to perform work as instructed by the supervisor	Sanctions A-N
312	Insolence towards a staff member	
313	Lying or providing a false statement to a staff member	
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of a count	
322	(Not to be used)	
323	(Not to be used)	

MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACT	SANCTIONS
324	Gambling	Sanctions A-N
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from, another inmate, or any other person without staff authorization	
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable.	

LOW MODERATE CATEGORY

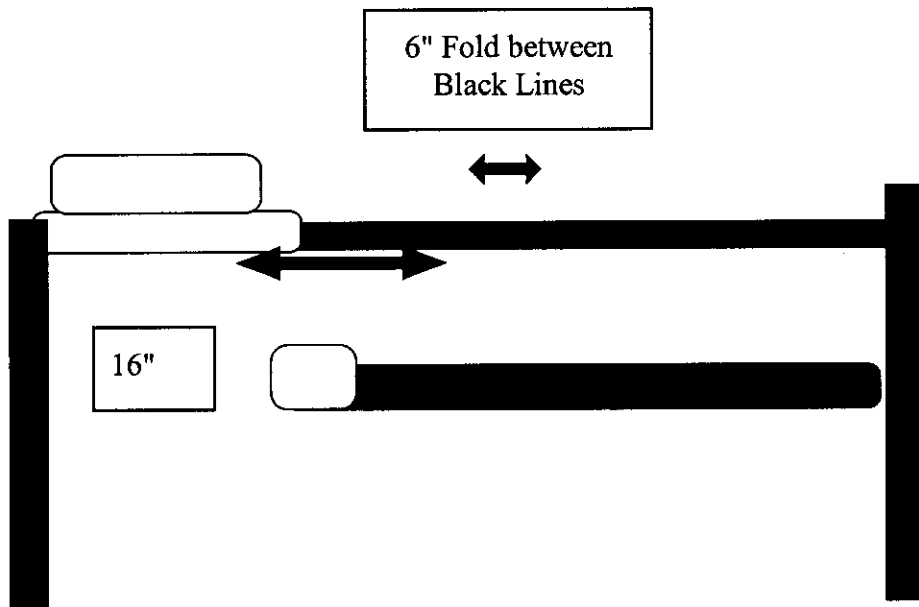
CODE	PROHIBITED ACT	SANCTIONS
400	Possession of property belonging to another person	B1. Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14) days of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months)(a good conduct time sanction may not be suspended) See chapter 4 page 16for VCCLEA violent and PLRA inmates.
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	(Not to be used)	
404	Unauthorized use of mail(Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	E. Make monetary restitution
405	Tattooing or self-mutilation	F. Withhold statutory good time
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	G. Loss of privileges: commissary, movies, recreation, etc.
408	Conducting a business	H. Change Housing (quarters)
409	Unauthorized physical conduct (e.g., kissing, embracing)	I. Remove from program and/or group activity
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	J. Loss of job
498	Interfering with a staff member in the performance of duties (<u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.	K. Impound inmate's personal property
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.	L. Confiscate contraband
		M. Restrict to quarters
		N. Extra duty
		O. Reprimand
		P. Warning

Attachment A

BED MAKING: Beds will be tightly made, wrinkle-free, neat and with sheets folded approximately 16 inches from the head. Extra blankets will be neatly folded and placed at the foot of the bed. All beds will be made and inspection ready by 7:30am on weekdays and upon rising on weekends. The folding chairs assigned to cubicle will be placed on the bed. All shoes and boots not secured in the respective locker will be placed neatly on top of the folded chair.

Bed frames: All bed frames will be dusted and cleaned on a daily basis.

Bedding: All bedding will be washed frequently to maintain good sanitation and hygiene in inmate living areas.



08-24-2009